

MEMORANDUM FOR: Chief, Technical Accounting Staff
Chief, Budget Division
✓ Chief, Finance Division

SUBJECT : Task Group to Survey Financial Practices

1. The Comptroller Financial Advisory Committee recently reported on two surveys it had conducted. One was concerned with which financial procedures, methods and techniques could be improved or eliminated and the other with reports. The Committee arrived at the following conclusions:

"a. The procedures and methods problem is interrelated with the reports problem. The two surveys, although conducted about nine months apart, showed that most of the procedures and methods used in the offices were designed to accumulate information required (1) by the Comptroller for reporting purposes, and (2) to answer questions raised in connection with budgets and operations. If there could be a change in reporting requirements, if the machines could satisfy more of the requirements, and if there could be some standardization of approach to inquiry information, then, the offices felt there could be possible saving in procedures and methods.

"b. Most offices believe that what they are doing is satisfactory. The Committee feels that there is room for improvement but the specifics cannot be located through the present informal approach of asking -- nothing short of a full-time on-the-spot review by a task group can do the job."

2. Two of the recommendations made by the Committee are as follows:

"a. The Comptroller prepare a document describing the kinds of financial data currently available. Such a document could be used to offset the common complaint that the offices are not aware of the kinds of data available and, therefore, establish their own system to obtain data that may be readily available from a source within the Office of the Comptroller.

"b. A small task group (not more than three) be appointed to work full-time on an office by office survey to review working methods and procedures and to determine the financial

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data and reporting requirements. It is felt that a technically qualified group is in a better position to ferret out unnecessary procedures in an office and to assist the office in determining requirements for financial data. Such a group, to be of any value, must be able to devote full attention to assisting the offices; the members should be free of all other assignments...."

3. A Task Force is hereby established for the purpose of carrying out the recommendation of the Committee set forth in paragraph 2b, above.

a. This Task Force will be composed of three members to be designated by the Chief, Technical Accounting Staff; Chief, Finance Division; and the Chief, Budget Division; the member designated by Chief, Technical Accounting Staff will serve as Chairman. The Chief, Technical Accounting Staff has designated [REDACTED] to serve on this Task Force.

b. The members of this Task Force will devote their full time to the accomplishment of their mission, and the Task Force will make interim progress reports at least monthly to a Steering Committee which shall be composed of the Deputy Comptroller; Chief, Finance Division; Chief, Budget Division; and Chief, Technical Accounting Staff.

c. This Task Force shall primarily emphasize in each office visited the accumulation of factual data concerning the activities performed, methods used in performance, and statistical data relating thereto, including manpower available, volume and value of transactions handled, etc. After all offices have been surveyed, a comprehensive report shall be prepared showing data accumulated for each office and specific recommendations relating thereto, as well as a summary containing general conclusions and overall recommendations.

d. The target date for completion of this survey and submission of final report is established as 30 April 1963.

4. Action to accomplish the recommendation of the Committee set forth in paragraph 2a, above, is assigned to the Technical Accounting Staff. The target date for completion of the document describing the kinds of financial data available in this Office is established as 15 March 1963 so that the data will be available for use by the Task Force established herein.

[REDACTED]
Deputy Comptroller

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